



**Minnesota Pollution  
Control Agency**

520 Lafayette Road North  
St. Paul, MN 55155-4194

# MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate  
Storm Sewer System (MS4) Permit MNR040000  
reissued with an effective date of August 1, 2013  
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

**Instructions:** This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

**Submittal:** This *MS4 SWPPP Application for Reauthorization* form must be submitted electronically via e-mail to the MPCA at [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us) from the person that is duly authorized to certify this form. All questions with an asterisk (\*) are required fields. All applications will be returned if required fields are not completed.

**Questions:** Contact Claudia Hochstein at 651-757-2881 or [claudia.hochstein@state.mn.us](mailto:claudia.hochstein@state.mn.us), Dan Miller at 651-757-2246 or [daniel.miller@state.mn.us](mailto:daniel.miller@state.mn.us), or call toll-free at 800-657-3864.

## General Contact Information (\*Required fields)

### MS4 Owner (with ownership or operational responsibility, or control of the MS4)

\*MS4 permittee name: City of Richfield \*County: Hennepin  
(city, county, municipality, government agency or other entity)

\*Mailing address: 1901 E. 66<sup>th</sup> Street

\*City: Richfield \*State: MN \*Zip code: 55423

\*Phone (including area code): (612) 861-9765 \*E-mail: kasher@cityofrichfield.org

### MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

\*Last name: Morrison \*First name: Jaeson  
(department head, MS4 coordinator, consultant, etc.)

\*Title: Natural Resources Coordinator

\*Mailing address: 1901 E. 66<sup>th</sup> Street

\*City: Richfield \*State: MN \*Zip code: 55423

\*Phone (including area code): (612) 861-9190 \*E-mail: jmorrison@cityofrichfield.org

### Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Fristed First name: Travis  
(department head, MS4 coordinator, consultant, etc.)

Title: Environmental Scientist (WSB & Associates, Inc.)

Mailing address: 701 Xenia Avenue South, Suite 300

City: Minneapolis State: MN Zip code: 55416

Phone (including area code): (763) 287-7169 E-mail: tfried@wsbeng.com

## Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this *MS4 SWPPP Application for Reauthorization* form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

## Certification (All fields are required)

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- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

*I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.*

*I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.*

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Kristin Asher  
(This document has been electronically signed)

Title: City Engineer Date (mm/dd/yyyy): 12/20/2013

Mailing address: 1901 E. 66<sup>th</sup> Street

City: Richfield State: MN Zip code: 55423

Phone (including area code): (612) 861-9795 E-mail: kasher@cityofrichfield.org

**Note:** The application will not be  
processed without certification.

# Stormwater Pollution Prevention Program Document

## I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
<i>Nine Mile Creek Watershed District: Coordinates educational efforts to provide focused outreach to stakeholders including residents, local businesses and developers. Refer to V.B.2 for further details.</i>	MCM 1, 2
<i>Minnesota Department of Transportation: Agreement #89989 (September 25, 2006) for the City to maintain a stormwater pond (west of TH 77, north of 63<sup>rd</sup> St., west of Cedar Ave.) on MnDOT Right-of-way</i>	MCM 6
<i>Minnehaha Creek TMDL: The City established a cooperative agreement with MCWD for the Taft-Legion Lake Volume &amp; Load Reduction Project to address not only the Lake Nokomis phosphorus TMDL, but provide volume reduction in general. This agreement includes providing educational elements in two City parks for the general public.</i>	MCM 1, Part II.D.6

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere\_Partnerships*.

## II. Description of Regulatory Mechanisms: (Part II.D.2)

### Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

#### 1. If yes:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language  
☐ Policy/Standards ☐ Permits  
☐ Rules  
☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*City Ordinance Section 721 - Connections and Discharges to the Stormwater System located in Chapter VII – Public Utilities*

Direct link:

<http://library.municode.com/index.aspx?clientId=15207>

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_IDDEreg*.

#### 2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

## Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If **yes**:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language  
☒ Policy/Standards ☒ Permits  
☒ Rules  
☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

1. City of Richfield Municipal Code Chapter IV – Building, Housing and Construction Regulations, Section 428. Erosion and Sedimentation Control Regulations
2. Minnehaha Creek Watershed District Erosion Control Rule
3. Nine Mile Creek Watershed District Rule 5 – Erosion and Sediment Control

Direct link:

1. City of Richfield: <http://library.municode.com/index.aspx?clientId=15207>
2. Minnehaha Creek Watershed District: <http://www.minnehahacreek.org/permits/full-mcwald-rules/erosion-control-rule>
3. Nine Mile Creek Watershed District: <http://www.ninemilecreek.org/Regulatory/Reg.asp>

- ☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_CSWreg*.

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- |  |   |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion.   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 3. BMPs for dewatering activities.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 4. Site inspections and records of rainfall events   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. BMP maintenance   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The City intends to revise City Code 428 to incorporate by reference the current NPDES Construction Stormwater Permit standards for land disturbing activities of 5,000 square feet and larger. Draft revision will be completed in 2014 for adoption by the City Council within 12 months of the date permit coverage is extended to the City.*

## Post-construction stormwater management

- A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities? ☒ Yes ☐ No

1. If **yes**:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language

☒ Policy/Standards      ☒ Permits

☒ Rules

☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

1. City of Richfield Municipal Code, Chapter IV. Building, Housing & Construction Regulations. Section 429 – Water Resources Management Regulations
2. Minnehaha Creek Watershed District: Stormwater Management Rule
3. Nine Mile Creek Watershed District: District Rule 4 – Stormwater Management

Direct link:

1. City of Richfield: <http://library.municode.com/index.aspx?clientId=15207>
2. Minnehaha Creek Watershed District: <http://www.minnehahacreek.org/sites/minnehahacreek.org/files/pdfs/regulatory/Stormwater%20Management%20Rule.pdf>
3. Nine Mile Creek Watershed District: <http://www.ninemilecreek.org/Regulatory/Rule04.pdf>

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: MS4NameHere\_PostCSWreg.

- B Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
  - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☒ Yes ☐ No
    - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
    - 2) Stormwater discharges of Total Suspended Solids (TSS).
    - 3) Stormwater discharges of Total Phosphorus (TP).
  - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☒ Yes ☐ No
    - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
    - 2) Stormwater discharges of TSS.
    - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
  - a. Limitations
    - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
      - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
      - b) Where vehicle fueling and maintenance occur.
      - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
      - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
    - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No
      - a) With predominately Hydrologic Soil Group D (clay) soils.
      - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
      - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R.

4720.5100, subp. 13.

d) Where soil infiltration rates are more than 8.3 inches per hour.

- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. ☒ Yes ☐ No

4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:

- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
- 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
  - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
  - 3) Locations in the next adjacent DNR catchment area up-stream
  - 4) Locations anywhere within the permittee's jurisdiction.
- b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☒ Yes ☐ No
- c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☒ Yes ☐ No
- d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
- e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☒ Yes ☐ No
- f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☒ Yes ☐ No

5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:

- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☒ Yes ☐ No
- b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☒ Yes ☐ No
- c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*City Code 429 will be revised to include the new MS4 regulatory standards, consisting of definitions of prohibited and restricted use for infiltration techniques) and new mitigation provisions. The final ordinance language will be formally adopted and implemented within 12 months from the date MS4 permit coverage is extended to the City.*

### III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☒ Yes ☐ No
1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere\_ERPs*.
  2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

B. Describe your ERPs:

*ERP's for Illicit Discharges and connections are defined in City Codes 721.15 and 721.27 to 721.41. Construction Site Erosion and Sediment Control ERPs are defined in City Code 428.15, which consist of Stop Work Orders, Suspension or Revocation of Permit, and Misdemeanor. Post-Construction Stormwater Management ERPs are defined in City Code 429.07 Subd. 1 & 2.*

### IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

*The City's storm sewer inventory was completed in 2010, and is reviewed annually and revised to include new construction and reconstruction projects. The inventory will be revised in 2014 to include new MS4 permit definitions for outfalls and ponds.*

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☒ Yes ☐ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☒ Yes ☐ No
4. All receiving waters. ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☒ Yes ☐ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☒ Yes ☐ No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☒ Yes ☐ No
2. A geographic coordinate. ☒ Yes ☐ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☒ Yes ☐ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere\_inventory*. ☒ Yes ☐ No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

## V. Minimum Control Measures (MCMs) (Part II.D.5)

### A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

*The City's stormwater educational program focuses on target audiences including local residents, students, businesses and developers to encourage adoption of best management practices that improve water quality and protection of natural resources. This is promoted through partnership with the Nine Mile Creek Watershed District, Minnehaha Creek Watershed District and the Richfield / Bloomington Water Management Organization to more effectively collaborate and promote education goals. The City has committed to support the watershed district grant programs to install rain gardens and other practices that reduce runoff going to lakes, streams and wetlands. Grant applications are accepted through the Nine Mile Creek Watershed District, Minnehaha Creek Watershed District in partnership with Blue Thumb. The main vehicle for publicizing stormwater public education and outreach is through the use of the city's webpage. Additionally, the City uses printed brochures, newsletters, utility bill inserts and the public access channel to advertise public service announcements for public education and outreach. Educational materials, interpretive displays, and workshops are also provided by the Wood Lake Nature Center (as detailed in MCM 2). The City plans to update the existing BMPs and implement public education information of two high priority topics (Nine Mile Creek TMDL and illicit discharge recognition and reporting).*

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Printed Brochures at City Hall</i>	<i>Three different stormwater related brochures will be available at the City Hall. City staff will annually record the number of brochures distributed, review the appropriateness of the existing brochures, and provide new brochures for existing topics or high priority topics of interest (at the discretion of City staff). This BMP will be completed a minimum of once a year throughout the MS4 permit cycle (July 31, 2018).</i>
<i>City Building Department Newsletter</i>	<i>One consumer confidence/stormwater related article will be included in the City/Building Department newsletter that is circulated to 10,500+ residents during each year of the MS4 permit cycle.</i>
<i>Utility Bill Inserts</i>	<i>Three different stormwater related articles are distributed to 10,500+ residents. One article per bill is distributed. This BMP will continue to be implemented throughout the MS4 permit cycle (July 31, 2018).</i>
<i>Cable Access Channel</i>	<i>The City notifies local Richfield residents (10,500+) about fall sweeping on the cable access channel. Information is broadcast for 15-30 days during the fall 2-4 times per day. The City will continue this BMP throughout the MS4 permit cycle.</i>
<i>Water Resources Webpage</i>	<i>Stormwater educational materials are provided on the City's webpage (<a href="http://www.ci.richfield.mn.us/index.aspx?page=292">http://www.ci.richfield.mn.us/index.aspx?page=292</a>) under the Water Resources section of the Public Works Department. City staff tracks and reports website visits annually. The content and appropriateness of all materials on the webpage will be reviewed a minimum of once per calendar year during the MS4 permit cycle (July 31, 2018).</i>
<i>Richfield-Bloomington Watershed Management Organization (RBWMO)</i>	<i>City staff provides operational support of WMO activities, such as sharing public educational articles on the RBWMO website and special events. City contributions and support of the RBWMO will continue throughout the MS4 permit cycle.</i>
BMP categories to be implemented	Measurable goals and timeframes



<i>Annual SWPPP Assessment &amp; Annual Reporting</i>	<i>City staff will conduct an annual SWPPP assessment in preparation of each annual report. Proposed SWPPP modifications are subject to Part II.G of the MS4 permit. The final annual report will be posted on the Water Resources webpage. City staff will submit the annual report to the MPCA prior to June 30<sup>th</sup> for the previous calendar year.</i>
<i>Water Resources Webpage updates (high priority topics)</i>	<i>The City's water resources webpage (<a href="http://www.ci.richfield.mn.us/index.aspx?page=292">http://www.ci.richfield.mn.us/index.aspx?page=292</a>) will be updated with high priority topics, such as Illicit discharge recognition/reporting, the MCWD TMDL's and the Nine Mile Creek – Turbidity, Impaired Biota and Chloride TMDL information in 2014. Periodic webpage updates will be completed throughout each year of the MS4 permit cycle (July 31, 2018).</i>

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Kristin Asher, City Engineer*

## **B. MCM2: Public participation and involvement**

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

*City staff solicits public input during the annual SWPPP annual meeting. City staff also offers stormwater classes to pre-school and grade school students in partnership with Wood Lake Nature Center. In addition, the City collaborates with the Nine Mile Creek Watershed District to provide workshops relevant to stormwater topics that include parking lot sealcoating/sweeping, salt application, and turf grass maintenance.*

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

<b>Established BMP categories</b>	<b>Measurable goals and timeframes</b>
<i>Annual Public Event</i>	<i>Present the draft MS4 annual report at the Farmer's Market (or other public event) and solicit public input regarding the adequacy of the City's SWPPP. Public input received (oral and written) will be recorded in a record of decision and evaluated by the City's MS4 General Contact. City responses (if relevant) will be made in writing to each commenter. Hold one event per calendar year of the MS4 permit cycle.</i>
<i>Wood Lake Nature Center Programs</i>	<i>Through the Wood Lake Nature Center the City offers 5 different stormwater focused classes to pre-school, kindergarten and grades 1, 4, 6, &amp; 7 (approximately 60 students per class and 11 classes per grade). Additional summer classes are offered to pre-school students and grade 6. The Nature Center also hosts two Earth Day Celebrations. The City will continue to provide financial assistance to the Center each year of the MS4 permit cycle.</i>
<i>Nine Mile Creek Watershed District Workshops</i>	<i>The City participates in quarterly educational group meetings to coordinate and plan training opportunities for City staff. Workshops include winter maintenance of parking lots and sidewalks and turf grass maintenance. Public events are also coordinated with NMCWD staff on a routine, as needed basis. Relevant topics for stormwater workshops will be determined annually by City staff during the MS4 permit cycle (July 31, 2018).</i>
<i>Grant Programs</i>	<i>The City has partnered with Minnehaha Creek Watershed District, Nine Mile Creek Watershed and Blue Thumb to provide matching funds that encourage Richfield residents, local business and organizations to improve water quality and natural</i>

resources within their respective watersheds. Programs currently available include:

Minnehaha Creek Water District

- The Non-Homeowner/Homeowner Stormwater Best Management Practices Program pays for practices that reduce runoff going to lakes, streams and wetlands. Financial assistance/cost-share is offered for installing rain gardens, permeable pavement, green roofs, tree trenches and infiltration basins and trenches.
- The Shoreline/Streambank Stabilization Cost-Share Program offers cost-share for projects that help protect valuable water resources within the watershed.

Nine Mile Creek Watershed

- The Cost-Share Program offers financial assistance for efforts that protect and improve water and natural resources within the NMCWD. Eligible practices include those that promote infiltration, protect or restore native habitats and protect groundwater quality and quantity.

The City will continue to partner with watershed organizations and districts to offer grant programs that improve water quality to residents, business owners and local governments throughout the MS4 permit cycle.

BMP categories to be implemented	Measurable goals and timeframes
Online Availability of the Stormwater Pollution Prevention Plan (SWPPP) Program document	The City will make the SWPPP and 2013 annual report available on the Water Resources webpage within 12 months from the date the MS4 permit coverage is extended to the City.

3. Do you have a process for receiving and documenting citizen input? ☒ Yes ☐ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Jaeson Morrison, Natural Resources Coordinator

### C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

The City's IDDE ordinance #721 was adopted in 2006 and the IDDE program was developed in 2007. Implementation and IDDE inspections began January 1, 2008. The City currently uses an IDDE database to record inspection results and provides annual training to Public Works staff. City staff intends to update the "Report a Problem" section of the Public Works webpage to include city contact information for the public to report potential non-stormwater discharges, spills, and connections in 2014.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- |  |   |
|--|---|
| a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation).             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools.   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation.  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

result in an illicit discharge.

- e. Procedures for the timely response to known, suspected, and reported illicit discharges. ☐ Yes ☒ No
- f. Procedures for investigating, locating, and eliminating the source of illicit discharges. ☒ Yes ☐ No
- g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. ☐ Yes ☒ No
- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The City's IDDE program will be revised to include a map of high priority areas (based on current landuse, history of discharges, and active NPDES Industrial Stormwater permits) and internal procedures for emergency and non-emergency response to reported spills, illicit discharges, and connections. Draft revisions will be completed in 2014 and implemented within 12 months from the date MS4 permit coverage is extended to the City.*

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>IDDE Inspections</i>	<i>The City will continue to annually conduct IDDE inspections concurrently with stormsewer, outfall, and ponds inspections per the IDDE inspection program.</i>
<i>Employee Training</i>	<i>Continue to host a minimum of one staff training event per year to discuss illicit discharge recognition and reporting. City staff will develop an annual training schedule, record the employee names, topics covered, and date of each event, annually through the end of the MS4 permit cycle (July 31, 2018).</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>IDDE Priority Inspection Map</i>	<i>Develop IDDE inspection map in 2014. Utilize map for inspections within 12 months from the date MS4 permit coverage is extended.</i>
<i>Written Procedures for Emergency Response</i>	<i>Draft written procedures for emergency and non-emergency response to non-stormwater spills, discharges, and connections in 2014. Implement final written procedures within 12 months from the date MS4 permit coverage is extended.</i>
<i>Public Works &amp; Water Resources Webpage updates</i>	<i>The City will update the "Report a Problem" section of the Public Works webpage to include city contact information for construction site non-compliance. The Water Resources webpage will also be updated with construction site erosion and sediment control related public education. This update will occur within 12 months from the date MS4 permit coverage is extended.</i>

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☒ Yes ☐ No
- If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Kristin Asher, City Engineer*

#### D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall

revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

*The City requires an erosion control permit for construction sites that disturb 5,000 square feet or more. City ordinance Chapter IV- Housing and Construction Regulations, Section 428 - Erosion and Sedimentation Control Regulations defines requirements for construction stormwater permit approval. Permit applications for projects within the Minnehaha Creek Watershed District and Nine Mile Creek Watershed District, must include additional information to fulfill the applicable watershed districts rules and submittal requirements. Proof of NPDES Construction Stormwater Permit coverage (if applicable) is required by both districts.*

*City Engineering and Building Department staff conduct erosion control site plan reviews and perform regular site inspections on all permitted residential and commercial sites, and serve as the City's point of contact for public complaints of potential non-compliance. The City Engineer provides plan review and inspections of development projects. The City also collaborates with the Minnehaha Creek Watershed District and the Nine Mile Creek Watershed District to manage construction site stormwater runoff within the respective watershed boundaries. Stop Work Orders, Suspension or Revocation of Permit, and Misdemeanors are the enforcement tools used for non-compliance.*

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):

- a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☒ Yes ☐ No
- b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☒ Yes ☐ No
- c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☐ Yes ☒ No
- d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
  - 1) Does your program include procedures for identifying priority sites for inspection? ☒ Yes ☐ No
  - 2) Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
  - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☐ Yes ☒ No
  - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☒ Yes ☐ No
- e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No
- f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☒ Yes ☐ No
- g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

*The City intends to review the existing procedures for site inspections, and revise (as needed) to include definitions for identifying priority sites, frequency of City inspections, and protocols for the receipt and consideration of non-compliance. Draft revisions will be completed in early 2014 and formally adopted for implementation within 12 months of the date MS4 permit coverage is extended to the City. City staff will also add contact information on the City website (Departments/Public Works/"Report a Problem") for the public to provide complaints regarding non-compliance of construction sites.*

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
City Erosion Control Permit	Continue to implement as defined by City Code Chapter IV – Building, Housing and Construction Regulations, Section 428 – Erosion and Sedimentation Control Regulations
Employee Training	Building or Engineering Department staff (a minimum of one staff member) will maintain valid certification in NPDES

Construction Stormwater Permit related training per NPDES-CSW training requirements.

BMP categories to be implemented	Measurable goals and timeframes
<i>Public Works &amp; Water Resources Webpage updates</i>	<i>The City will update the "Report a Problem" section of the Public Works webpage to include city contact information for construction site non-compliance. The Water Resources webpage will also be updated with construction site erosion and sediment control related public education. This update will occur within 12 months from the date MS4 permit coverage is extended.</i>
<i>Review Building Dept. inspection checklist</i>	<i>The City will update the existing Erosion and sediment control checklist to meet current NPDES Construction Stormwater Permit requirements. This update will occur in 2014 and be implemented within 12 months from the date MS4 permit coverage is extended.</i>
<i>Revise Building Dept. plan review checklist</i>	<i>Revise the Building and Engineering Department's plan review checklist for single family dwellings to include specific erosion and sediment control standards.</i>

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Derick Anderson, Engineering Technician*

## E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

*Land disturbance greater than 5,000 square feet require a stormwater permit. Permit applications require a plan submittal consisting of the design standards used for permanent facilities, inspection schedules, enforcement, and long-term operation and maintenance for permanent facilities. The Post-Construction Stormwater Management program is primarily described in City Code Section 429 – Erosion and Sedimentation Control Regulations, in the Minnehaha Creek Watershed District Stormwater Management Rule and the Nine Mile Creek Watershed District Rule 5.*

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☒ Yes ☐ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☒ Yes ☐ No
  - b. All supporting documentation associated with mitigation projects that you authorize? ☒ Yes ☐ No
  - c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☒ Yes ☐ No
  - d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>City Stormwater Management Permits</i>	<i>The City will continue to review and issue stormwater permits</i>



(for land disturbance of 5,000 square feet and larger) and collaborate with the Minnehaha Creek Watershed District and the Nine Mile Creek Watershed District to review and issue stormwater permits within the applicable watershed boundary through the end of the MS4 permit cycle (July 31, 2018).

BMP categories to be implemented	Measurable goals and timeframes
Updated City Ordinance Chapter IV. Section 429	City code 429 will be revised to include MS4 regulatory standards. The final ordinance language will be formally adopted and implemented within 12 months from the date MS4 permit coverage is extended to the City.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Kristin Asher, City Engineer

## F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

The City's Public Works Department is primarily responsible for all MCM 6 activities. Current Public Works activities include inspections and maintenance of the storm sewer system, street sweeping, employee training. In 2014, the City intends to expand the employee training opportunities, refine all record keeping procedures of inspections and maintenance, and written procedures for IDDE.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☐ Yes ☒ No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

City staff will conduct a facility inspection within 12 months of the date permit coverage is extended to the City.

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Street Sweeping	The City will continue to conduct street sweeping operations of all public streets a minimum of twice annually (record the sweeping route and date per occurrence). Review and revise (as needed) street sweeping operations (including schedule, equipment, and disposal), stormwater quality priority areas, and routes annually through the end of the MS4 permit cycle (July 31, 2018).
Structural Pollution Control Device (SPCD) Inspections	Continue to inspect 100% of all SPCD's each year of the MS4 permit cycle (July 31, 2018)
Inspect MS4 Outfalls and Ponds	Continue to inspect 20% of all MS4 outfalls each year, until 100% of all MS4 Outfalls and Ponds have been inspected within the MS4 permit cycle (until July 31, 2018).
Review Inspection Reports	Annually, review all pond, outfall, and SPCD inspection records to determine if maintenance, repair, or replacement is needed. Include a description of the findings and any maintenance, repair, or replacement as a result of the inspection findings. Evaluate each SPCD's inspection frequency and adjust as needed per MS4 Permit Part III.D.6.e (1.). Evaluate and update inspection records annually through the end of the MS4 permit cycle (July 31, 2018).

<i>Employee Training</i>	<i>Continue to host a minimum of one staff training event per year to discuss stormwater related topics. City staff will develop an annual training schedule, record the employee names, topics covered, and date of each event, annually through the end of the MS4 permit cycle (July 31, 2018).</i>
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
<i>Pond Sediment Excavation and Removal Projects</i>	<i>The City will develop a reporting component for pond sediment removal projects within 12 months from the date MS4 permit coverage is extended to the City. Reporting will consist of documenting the date, pond ID, project limits/construction plans, volume of sediment removed, test results (if any), and disposal location. Begin reporting in 2015.</i>
<i>Stockpiles, Storage and Material Handling Area Inspections</i>	<i>Conduct quarterly written inspections of all stockpile, storage and material handling areas (per the 2014 facility inventory), through the end of the MS4 permit cycle (July 31, 2018).</i>
<i>Update Public Works MS4 Program</i>	<i>Update existing BMPs to coincide with new/revised MS4 permit requirements (refer to question #9).</i>

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☒ Yes ☐ No
- a. If **no**, continue to 6.
- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:
- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☒ Yes ☐ No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☐ Yes ☒ No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☐ Yes ☒ No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☒ Yes ☐ No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? ☒ Yes ☐ No
- b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The City will update written procedures for conducting inspections of illicit discharge detection, outfalls, ponds and structural pollution control devices, develop BMPs to protect drinking water sources, draft inspection and record keeping procedures for stock piles, storage, and material handling areas, a reporting method for employee training events, and record keeping procedures for pond excavation projects within 12 months of the date permit coverage is extended to the City.*

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

**VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)**

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☒ Yes ☐ No

1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere\_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

**VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)**

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere\_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

**VIII. Add any Additional Comments to Describe Your Program**



## **City of Richfield MS4 Enforcement Response Procedures**

### **721.15. Suspension of MS4 Access.**

**Subdivision 1.***Suspension due to illicit discharges in emergency situations.* The Authorized Enforcement Officer may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge that presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or Waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the Authorized Enforcement Officer may take such steps as deemed necessary to prevent or minimize damage to the MS4 or Waters of the United States, or to minimize danger to persons.

**Subd. 2.***Suspension due to the detection of illicit discharge.*

- a. Any person discharging to the MS4 in violation of this section may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The Authorized Enforcement Officer will notify a violator of the proposed termination of its MS4 access. The violator may petition the Authorized Enforcement Officer for a reconsideration and hearing.
- b. A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this subsection, without the prior approval of the Authorized Enforcement Officer.

### **721.27. Enforcement.**

**Subdivision 1.***Notice of violation.* Whenever the Authorized Enforcement Officer finds that a person has violated a prohibition or failed to meet a requirement of this section, the Authorized Enforcement Officer may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

- (1) The performance of monitoring, analyses, and reporting;
- (2) The elimination of illicit connections or discharges;
- (3) That violating discharges, practices, or operations shall cease and desist;
- (4) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property; and
- (5) The implementation of source control or treatment BMPs.

**Subd. 2.***Notice when abatement required.* If abatement of a violation and/or restoration of affected property is required, the notice shall set a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

**721.29. Appeal of notice of violation.**

Any person receiving a Notice of Violation may appeal the determination of the Authorized Enforcement Officer. The notice of appeal must be received within ten (10) days from the date of the Notice of Violation. Hearing on the appeal before the City Council shall take place within 30 days from the date of receipt of the notice of appeal. The decision of the City Council shall be final.

**721.31. Enforcement measures after appeal.**

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within ten (10) days of the decision of the municipal authority upholding the decision of the Authorized Enforcement Officer, then representatives of the Authorized Enforcement Officer may enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

**721.33. Cost of abatement of the violation.**

Within 30 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within ten (10) days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

Any person violating any of the provisions of this section shall become liable to the City by reason of such violation.

**721.35. Injunctive relief.**

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this section. If a person has violated or continues to violate the provisions of this section, the Authorized Enforcement Officer may petition for a preliminary or permanent injunction restraining the person from activities that would create further violations or compelling the person to perform abatement or remediation of the violation.

**721.37. Violations deemed a public nuisance.**

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this section is a threat

to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

**721.39. Criminal prosecution.**

Any person that has violated or continues to violate this section shall be liable to criminal prosecution to the fullest extent of the law, and shall be subject to a criminal penalty as a misdemeanor.

**721.41. Remedies not exclusive.**

The remedies listed in this section are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the Authorized Enforcement Officer to seek cumulative remedies.

**428.15. Penalties for Violation.**

The following penalty options are available for violation of this ordinance:

**Subd. 1. "Stop Work" order.** It is unlawful for any person, either by the owner or the occupant of premises, to violate, neglect or refuse to comply with the requirements of this Section. In addition, if the City Engineer determines that adequate erosion control measures are not being followed and there is little cooperation on the part of the owner to do so, a "stop work" order may be issued to the land disturbing activity until such times as adequate measures are implemented.

**Subd. 2. Suspension or revocation of permit.** The City may suspend or revoke the permit and permittee shall cease work on the site except for work necessary to remedy the cause of the suspension. The permittee may request a reinstatement of a suspended or revoked permit upon correction of the causes for suspension and, if the conditions of the Permit have been complied with in full, the City shall reinstate the permit.

**Subd. 3. Issue violation as a misdemeanor.** Any person violating a section, subdivision, paragraph or provision of this Ordinance when that person performs an act thereby prohibited or declared unlawful, or fails to act when such failure is thereby prohibited or declared unlawful, and upon conviction thereof, shall be punished as for a petty misdemeanor, except as otherwise stated in specific provisions hereof.

**429.07. Penalties for Violation.**

**Subdivision 1.** Violation of the provisions of these regulations or failure to comply with any of its requirements shall constitute a misdemeanor and shall be punishable as defined by law.

**Subd. 2.** Nothing herein contained shall prevent the City of Richfield from taking such other lawful action as is necessary to prevent or remedy any violation. Such actions may include but are not limited to:

- a. In responding to a suspected ordinance violation, the administrator and/or Building Official may utilize the full array of enforcement actions available to the guilty party.
- b. When an ordinance violation is either discovered by or brought to the attention of the administrator or Building Official, the situation shall immediately be investigated. Documentation of the nature and extent of the violation of the official control must be provided.
- c. The administrator must notify the suspected party of the requirements of this ordinance and all other official controls and the nature and extent of the suspected violation of these controls. If the structure or use is under construction or development, the Administrator may order the construction or development immediately halted until a proper permit is granted by the City. If the construction or development is already completed, then the administrator may either: a) issue an order identifying the corrective actions that must be made within a specified time period to bring the use or structure into compliance with the official controls; or b) notify the responsible party to apply for an after-the-fact permit within a specified period of time not to exceed 30 days.
- d. If the responsible party does not appropriately respond to the administrator or Building Official within the specified period of time, each additional day that lapses constitutes an additional violation of this regulation and may be prosecuted accordingly. The administrator must also, upon the lapse of the specified response period, notify the landowner to restore the land to the condition that existed prior to the violation of this regulation.

TMDL Wasteload Allocation Excel Spreadsheet PART II.D.6.a.-e.

Copy and paste from the Master List MS4 TMDL Spreadsheet for your MS4 to the space below.

Attach this completed form with your SWPPP Document at the time of submittal. At a **minimum**, provide all of the information "" items (TMDL Project Name, Type of WLA, Numeric WLA, Unit, Flow Condition, and Pollutant of Concern).

Permittee name	Preferred ID	TMDL project name*	Waterbody ID	Type of WLA*	Numeric WLA*	Unit*	Percent reduction	Flow condition*	Waterbody name	Pollutant of concern*	Date approved
Richfield City	MS400045	Minnehaha Creek Watershed District Lakes TMDL	27-0019	Individual	0.295	lbs/day	7%	N/A	Lake Nokomis	Phosphorus	4/25/2011
Richfield City	MS400045	Ninemile Creek: Impaired Biota, Turbidity & Chloride TMDL	07020012-518	Categorical	5.164	tons/day	62%		Nine Mile Creek	Chloride	11/29/2010

[illegible][illegible]



## Municipal Separate Storm Sewer System (MS4) Program

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